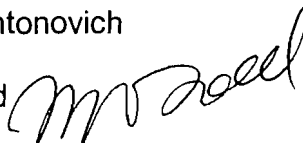


MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

July 31, 2007

TO: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Margaret Donnellan Todd
County Librarian



SUBJECT: **FOURTH QUARTERLY REPORT – RECRUITMENT AND RETENTION**

This report is an update on the status of the County Library's recruitment progress for the fourth quarter of FY 2006/07--the months of April, May, and June 2007. During this quarter, we filled six Librarian I positions; however, five Librarian I's left County employment. The Department had a net increase of one for Librarian I vacancies. Among those who left County service, one resigned for a position at another library system with higher salary after being with us for eight months, two moved out of Southern California after being with us for two years and two months, respectively, one decided to work for a school library after being with us for two years, and one died. During this period, the position of Head, Technical Services was filled; the new manager started on July 23. One Community Library Manager (Librarian III) left County employment to accept a managerial position with another library jurisdiction. As of the beginning of July, the total number of Librarian I vacancies was 27.

Recruitment – Conferences and Campus Interviews

In April 2007, the Chief Deputy County Librarian and a Librarian III conducted a campus visit and interviews at the University of Wisconsin. They interviewed graduating library school students and placed three applicants on the Librarian I eligibility list.

A Library Administrator contacted the graduate Library School of the University of Hawaii and made arrangements for a retired Human Resources Manager, teamed with an Assistant Library Administrator, to conduct Librarian I exam interviews. As a result, six candidates were placed on the eligibility list.

In May 2007, the Department also made another recruitment trip to the University of Arizona. A Library Administrator and an Assistant Library Administrator conducted campus interviews and placed six candidates on the Librarian I eligibility list.

The Department achieved very successful recruitment results in June 2007 during the American Library Association Annual Conference in Washington, D. C. A team of library managers and librarians staffed the placement center. They talked to numerous job seekers and interviewed applicants. A total of 22 candidates were interviewed and placed on the new Librarian I list.

Internships

During this period, library management also participated in UCLA's Internship and Career Fair. They reached a large number of library school students. Twenty-two students completed an interest form, demonstrating their interest to apply for an internship position with the County Library. A Library Administrator contacted them and subsequently scheduled two interview sessions in May for librarian intern positions. During this quarter, the Recruitment Task Force placed 10 new interns in the following libraries: Duarte, La Verne, San Dimas, Montebello, Temple City, East Los Angeles, Angelo M. Iacoboni (Lakewood), Manhattan Beach, Marina Del Rey, and La Canada Flintridge.

Scholarships

On June 19, 2007, the Board of Supervisors moved to have the County Librarian develop a Librarian Education Reimbursement Program and report back to the Board within 90 days with findings and recommendations. A copy of the motion is attached.

During this quarter, the draft policy and general guidelines of the scholarship program for part-time staff were developed; other documents such as the application form and a scholarship agreement were also created. The Library's Human Resources Development Manager has reviewed and approved the documents. The County Librarian will submit them to County Counsel for approval. The Department will begin the implementation process upon receipt of approval from County Counsel.

Conclusion

Our records indicated that during the last twelve months, from July 1, 2006 to June 30, 2007, the Department filled 39 Librarian I vacancies as a result of our recruitment activities. We will continue to engage in vigorous recruitment endeavors to fill vacancies in the coming year.

MDT:rmo
U_Board Report

Attachment

c: William T Fujioka, Chief Executive Officer
Lari Sheehan, Deputy Chief Executive Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Board Liaisons

bc: Ex Com
V. Blue
D. Walters
H. Tsai



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Sachi A. Hamai, Executive Officer-
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

At its meeting held June 19, 2007, the Board took the following action:

116-E

Supervisor Burke made the following statement:

"Public libraries are some of the most utilized, welcoming public spaces across the County. Beyond their primary function as literacy centers, libraries also serve as community gathering spots, homework centers, and computer access points.

"Librarians are the glue that keeps these thriving community centers running effectively and efficiently. However, the recruitment and retention of Librarians is incontestably the most significant challenge facing our County Public Library Department. A number of factors contribute to this, including an aging workforce and the high cost of living in Southern California.

"While Librarians comprise library leadership, Aides and Pages also play crucial roles in the day-to-day operations. Library Aides and Pages are 'on the front lines' performing numerous duties, such as assisting the public and maintaining the orderliness of the facility. While the majority of Aides and Pages are still in school or just beginning their professional lives, many convey interest in staying with the County for the entirety of their careers.

"Librarian positions require advanced degrees. Educational reimbursement and the opportunity to attend part-time classes are deciding criteria in determining whether such professional advancement is possible. Given the proper resources and support, many Aides and Pages would undoubtedly aspire to become Librarians.

"A number of universities, through both local and satellite courses, offer flexible Masters Programs in Librarian Sciences. I urge the Board to consider a Librarian Education Reimbursement Program with the goals of retaining this workforce and ensuring that we have sufficient professional staffing in the future."

(Continued on Page 2)

116-E (Continued)

Therefore, on motion of Supervisor Burke, seconded by Supervisor Antonovich, unanimously carried, the Chief Administrative Officer, in concert with the County Librarian, was instructed to:

1. Determine the feasibility of developing a Librarian Education Reimbursement Program, which should include, but not be limited to, a strategic plan, potential partnership opportunities with universities, and a cost-benefit analysis; and
2. Report back to the Board within 90 days with findings and recommendations.

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Copies distributed:

Each Supervisor
Chief Administrative Officer
County Counsel
County Librarian
Superintendent of Schools